

## **Town Clerk's End-of-Year Report for 2011**

Had BAS installed on Mary's computer so that she could complete transactions at her desk without interrupting me.

Had and learned new software that was installed for water billing. The bills appear more professional and I am able print reports that show consumption of water and usage compared with the City of Rochester.

I completed the necessary training to obtain my CMC Designation.

Total dog licenses renewed for the year – 306

Trained my Deputy Clerk, Mary Smith

Entered and printed out 46 receipts for CEO as well as complete his monthly and year-end reports.

Sold 83 DEC licenses

Completed 17 Marriage License

33 other fees- ex., marriage searches, copies, town hall rental fees, etc.

2011 monies collected:

Total State, County & Local Revenues: \$22,546.75

Total Local Shares \$12,963.41